Instructions for Manual Food Instruments (MFI) and Register

- Sign in to a specific clinic.
- From the **Home** screen →
  Operations → **Manual Food
  Instruments** → **Generate
  Manual Food Instruments**

- In the drop down box **Standard
  Food Package Type/Template
  Type** – choose only one type at
  a time
- In the box under **# of Packages**
  enter an amount desired.
- Select the **Print** button on the
  bottom right of the page.

- A message will pop up asking – **Did the Manual Food Instruments Print Correctly**? Select **Yes** if they did and **No** if they did not. In this example, our food instruments printed successfully.
- If the food instruments did not print successfully, you would select **No**. This will take you to a screen that will allow reprinting of any or all of the MFIs that did not print.
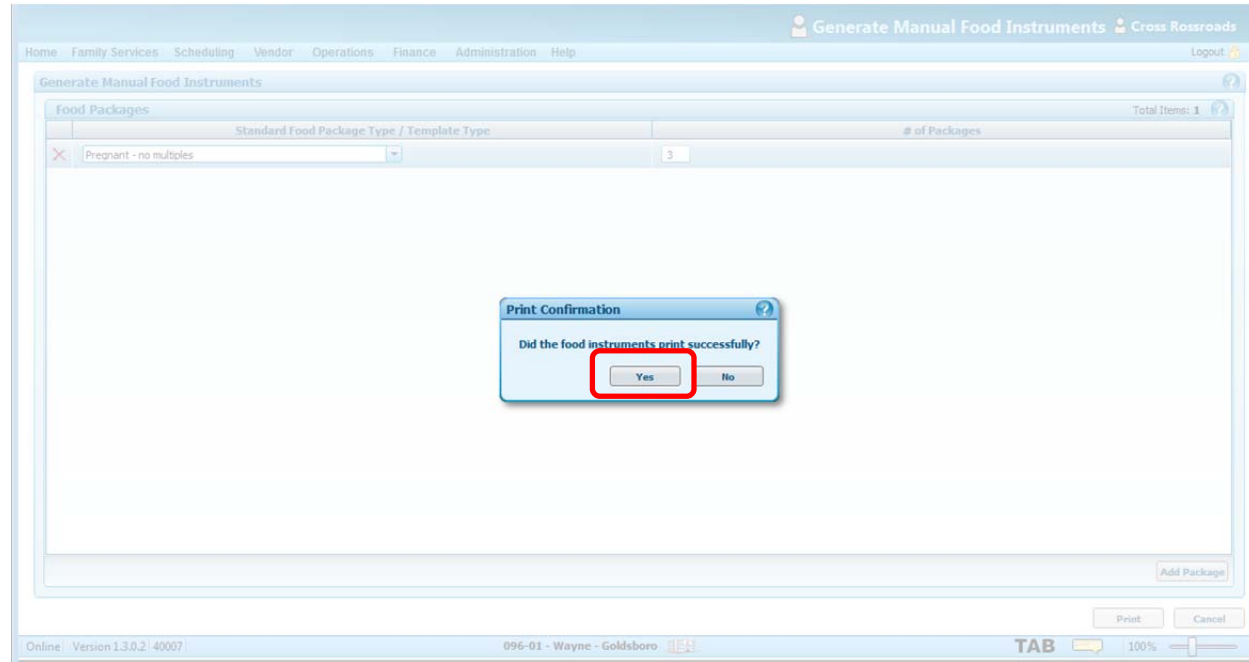

- A screen similar to this one will display after you choose Yes. **Click View Report**. Sometimes, it may take a few seconds before there is any content on your report. Keep selecting **View Report** until you have the title of the **Food Package** you selected in the header area.
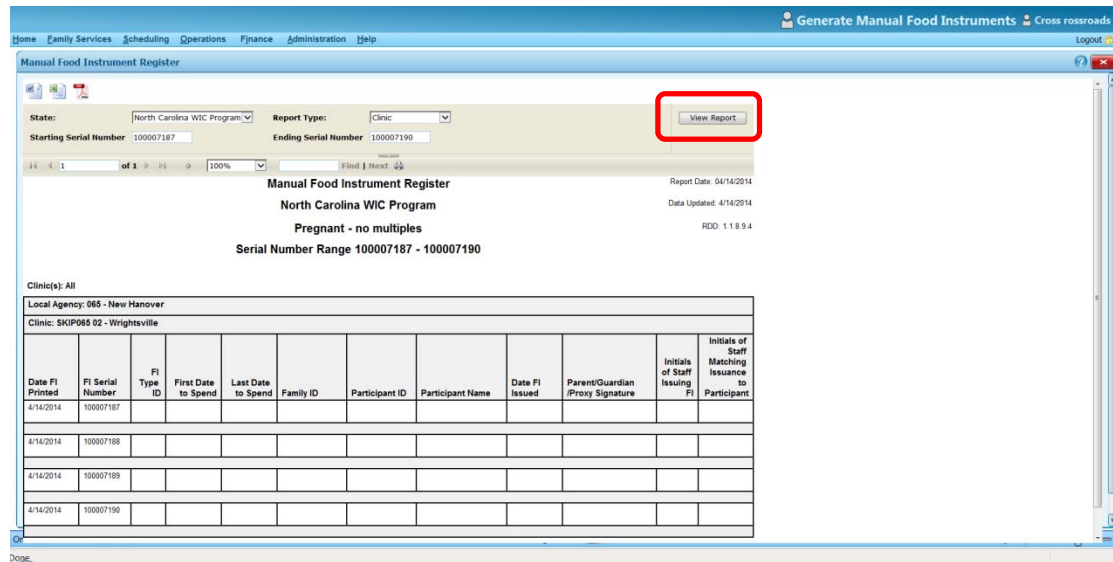
- A **Manual Food Instrument Register** will display similar to this one. The **Register** is available in three formats; Word, Excel and PDF. At this time PDF is working best.
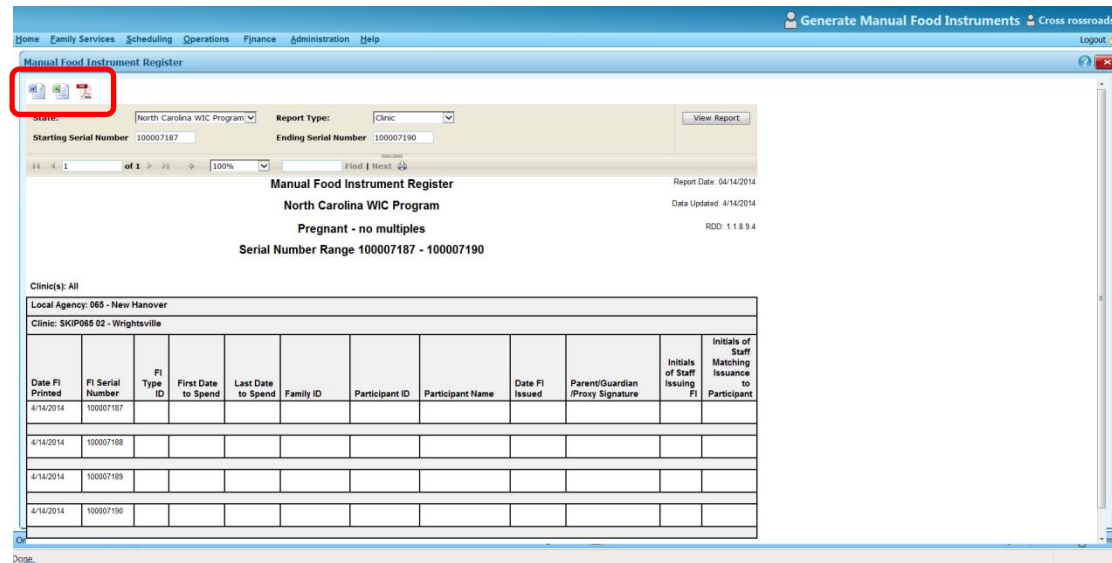
- When you select PDF, a pop-up message will appear asking if you want to Open, Save or Cancel. Select **Open**.
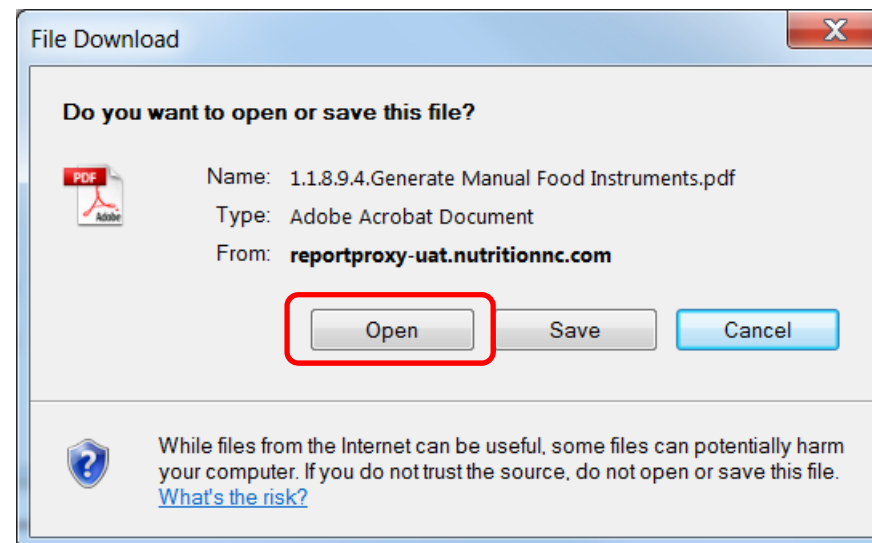
- The PDF document opens and you are able to print it using the printer icon.

- After you have printed the register, click the red X in the upper right-hand corner to close the file.

- After printing you will be moved back to the previous screen.
- Check the register to be sure that the correct Local Agency and Clinic are reflected. Compare the beginning and ending numbers on the register to the printed MFIs and CVVs to ensure that these numbers agree.
- Select the red X in the upper right corner to get out of the page.
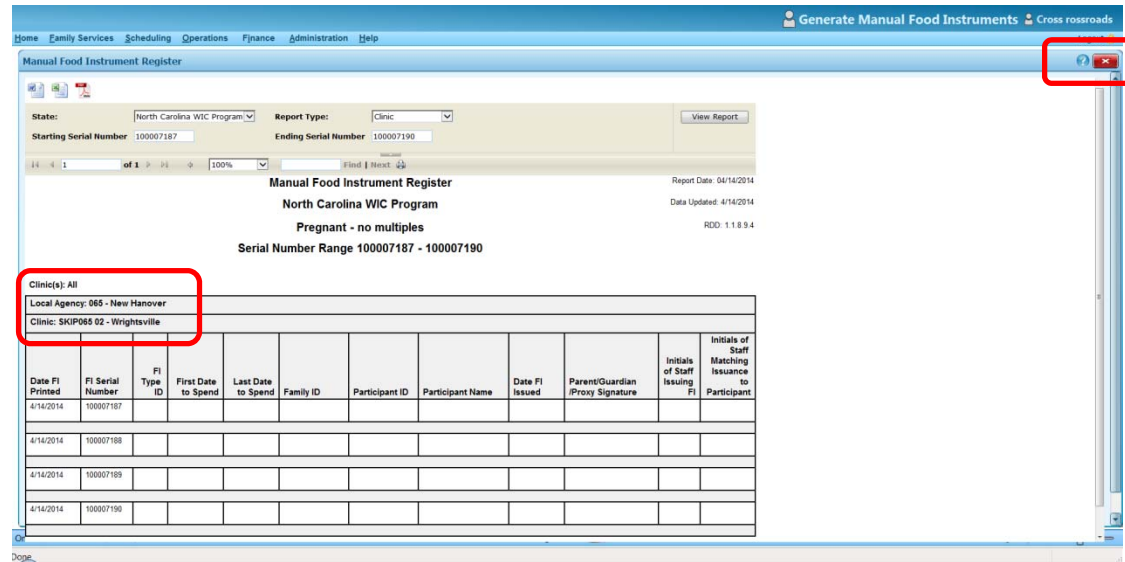
- Print Register Confirmation message appears. Select **Yes**.
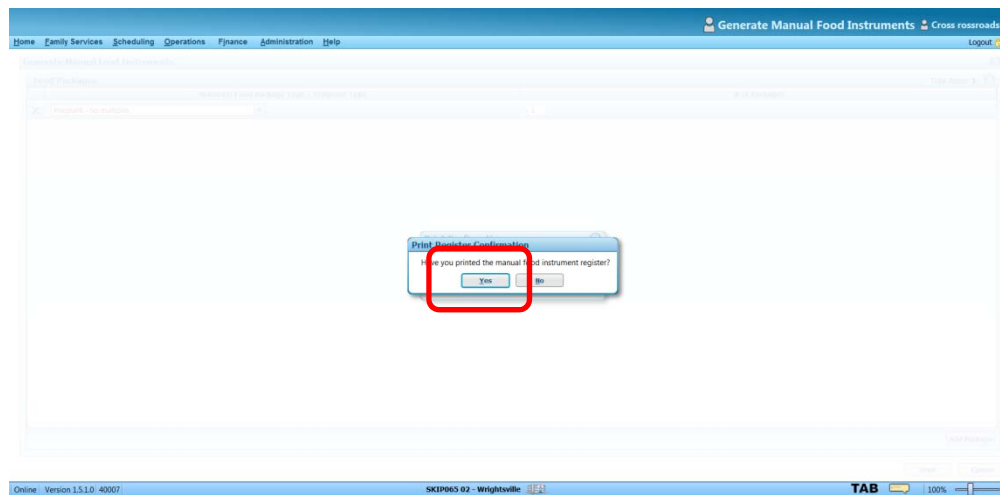
- After selecting Yes you are taken back to the Food Packages table on the Generate Manual Food Instruments page.
- Repeat until you have all of the MFIs that you need printed.

Hints

- Do Not Use Add Package on the Generate Manual Food Instruments screen. This does not apply to NC.

DO NOT use the Add Package feature on this page.